

Tennessee Department of Finance & Administration, Division of Administration
Human Resources Office
Administrative Assistant 3
Salary Range: \$2,769 - \$4,431

Organization and Position Description

The Division of Administration of the Department of Finance and Administration is responsible for supporting the department in areas such as human resources, talent management, internal audit, and fiscal management. The Administrative Assistant 3 position will perform staff administrative work for the Human Resources Office, Talent Management, Internal Audit and the Assistant Commissioner's Office.

At the direction of the Assistant Commissioner of Administration, the Administrative Assistant is responsible for the following:

- **Coordinates the Alternative Workplace Solutions Program for F&A;** Maintains agency records of the program participants; Responds to questions from employees; Assists participant supervisors and managers in recertification and initial application process; Ensures that all participants complete recertification's in a timely manner; ensures that all participants have completed on-line training; Processes acknowledgements in Edison;
- **Coordinates the Employee Suggestion Program (ESP);** Serves as Agency liaison; reviews all employees suggestions and assigns to appropriate division staff to be evaluated; monitors status to ensure timely processing and communicates results to Department of Human Resources; maintains agency records of all Employee Suggestions;
- **Performs Human Resource Administration in the area of Training;** Coordinates and may conduct or support some specific training in conjunction with Talent Management Office for F&A employees as necessary; Works with other training staff to revise training for target audience;
- **Records Management;** maintains agency personnel records in compliance with state and federal guidelines; Maintains up-to-date knowledge of state and federal guidelines;
- **Performs Human Resource and general staff administrative duties;** Supports staff in Human Resource Office, Talent Management Office, Internal Audit and the Assistant Commissioner of Administration including, but not limited to reviewing resumes received for compliance with required and preferred experience; Pulling queries in Edison to produce various HR reports such as Staffing Pattern each pay period; preparing new hire employee packages and employee manuals; preparing verifications of employment on employees; preparing correspondence requiring HR Director's signature;

Position Requirements

- Excellent writing skills
- Ability to work quickly and expertly on deadline
- Strong attention to detail
- Ability to work effectively with diverse groups and people
- Ability to meet deadlines and manage multiple projects at one time
- Strong team player, willing to work in a collaborative environment
- Computer proficiency in Microsoft Office
- Strong verbal and written communications skills

Formal Education and Experience

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of increasingly responsible full-time professional staff experience.
- Substitution of Education for Experience: Additional graduate coursework in public or business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.
- Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional experience, paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Knowledge, Skills & Abilities

- Competencies
 - Organizing
 - Planning
 - Informing
 - Action Oriented
 - Comfort around Higher Management
 - Dealing with Ambiguity
 - Learning on the Fly
 - Written Communications
 - Customer Focus
 - Self-Development
 - Ethics and Values
 - Integrity and Trust
- Knowledge
 - Clerical
 - Communications and Media
 - Customer and Personal Service
- Skills
 - Active Learning
 - Active Listening
 - Monitoring
 - Reading Comprehension
 - Time Management
- Abilities
 - Written Comprehension
 - Written Expression
 - Speech Clarity
 - Speech Recognition
- Tools and Equipment Used
 - Personal Computer
 - Telephone
 - Printer
 - Scanner
 - Copy Machine
 - Calculator

Comprehensive benefits package includes individual and family plans for medical, dental, vision, and short-term disability coverage. State match is available for 401K participants, immediate accrual for annual and sick leave.

If you qualify, please submit your resume, cover letter, and salary requirements by November 10, 2017 to: cathy.bastoky@tn.gov or F&A – Human Resource Office, Attn: Cathy Bastoky, 312 Rosa Parks Blvd, Suite 2000, Tennessee Tower, Nashville, TN 37243.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.